

Regular Meeting  
Monday, February 6, 2012  
6:00 pm  
Chowan County Public Safety Center  
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, February 6, 2012 at 6:00 pm in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present: Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners, Jeff Smith, Emmett Winborne, Ralph Cole, Ellis Lawrence and John Mitchener. Staff Present County Manager Zee Lamb and Board Clerk Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and led the pledge. Commissioner Cole provided the invocation.

**Public Comment**

Chairman Goodwin opened the floor for public comment in accordance with NCGS 153A-52.

Mark Browder with Mark III presented to the Board information on its services regarding employee health benefits. A copy of the PowerPoint handout is in the meeting file labeled February 6, 2012.

Mr. Lamb asked for information on the voluntary benefits already in place for county employees.

Mr. Browder stated that his company is flexible and will allow various vendors.

Chairman Goodwin asked about the maintenance of rates.

Mr. Browder stated that his company uses standard trends and makes all efforts to negotiate the best deal for the county.

Chairman Goodwin asked if Mark II is willing to work with a large insurance group like the Northeast Albemarle Group.

Mr. Browder stated yes he has worked with small and large groups.

Commissioner Nixon asked if there is a minimum enrollment for HAS.

Mr. Browder stated no.

Chairman Goodwin thanked Mr. Browder for his presentation.

There was no further public comment. Chairman Goodwin then closed the floor to public comment.

### **Consent Agenda**

Chairman Goodwin then presented the consent agenda.

Commissioner Nixon asked if the budget amendments in item c for DSS included local monies. Mr. Lamb stated the monies were pass through.

Commissioner Nixon stated his concern for the budget transfer in item d. He stated that he was not in favor of using the contingency monies and recommended that item d be removed from the consent agenda.

Mr. Lamb stated that the increase in legal fees was mainly attributed to legal fees for the county attorney calling the bonds for the RiverSound development. He stated the amount of the transfer is an estimate through the end of June 2012. He noted that \$75,000 remains in contingency.

Commissioner Smith asked if legal fees could be recouped in the bond monies.

Mr. Lamb stated he did not believe so, but he would ask Mr. Morrison about this.

Commissioner Nixon stated that the \$100,000 budgeted in contingency was for the move of DSS into the former health department building. He moved that the budget transfer (item d) be removed from the consent agenda and asked that the Manager look in other areas of the budget for the monies for legal fees.

Mr. Lamb stated he would look into this.

Chairman Goodwin asked for all in favor of the motion, the motion passed unanimously (7-0).

Commissioner Smith moved that the Board approve items a, b and c of the consent agenda. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Mr. Lamb stated that the approval of journal entries normally. However he stated the auditor had recommended that until a finance officer is hired, the journal entries should be approved by the Board of Commissioners while he serves as acting finance officer.

Commissioner Smith moved that the Board approve item e. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

#### **a. Tax Release and Collector's Report (attached)**

Rice, D.	\$279.52	Vehicle priced at a higher class
VanJune, J.	\$210.11	Listed on two accounts
TIMMCO	\$271.27	Vehicle sold
Va. Fork	\$110.99	Vehicle sold

b. Approval of Minutes

Attached are the minutes of the closed session of November 7, 2011 (recessed until November 10, 2011 meeting), November 21, 2011, December 5, 2011, January 3, 2012, January 17, 2012 and January 27, 2012 minutes for the Board's review and approval.

c. Recommended Budget Amendments

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BA-1112-054

3414	Town of Edenton	\$ 40,000	Increase revenue from Town Land Transfer Tax
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4140	Town of Edenton Transfer	\$ 40,000	Increase expenditures for Town Land Tax
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BA-1112-055

3531	DSS Funding	\$ 6,046	Increase revenue for Adult Day Care
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5321	DSS	\$ 6,046	Increase expenditures for increase in allocation of Adult Day Care Funding
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BA-1112-056

3990	Reg of Deeds	\$ 110	Increase revenue from fund balance appropriated funds set aside for Register of Deeds automation/preservation fund
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4180	Reg of Deeds	\$110	Increase expenditures for automation equipment for the Register of Deeds office to include shipping costs of computers
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BA-1112-057

3531	DSS	\$ 46,326	Increase revenue from CRISIS Funding
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5372	DSS	\$46,326	Increase expenditures for CRISIS Funding
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BA-1112-058

3531	DSS	\$ 5,340	Increase revenue from DHHS Energy Programs
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5311	DSS	\$5,340	Increase expenditures for to administer Energy Programs
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BA-1112-059

3531	DSS	\$ 11,310	Increase revenue from DHHS for LIEAP Program
5374	DSS	\$11,310	Increase expenditures for LIEAP Program

d. BUDGET TRANSFERS (REMOVED FROM CONSENT AGENDA)

BT-1112-010

9900	Contingency	\$25,000	Decrease contingency to cover legal expenses
4150	Admin	\$25,000	Increase contribution to Admin to cover legal expenses for the remainder of the year

e. Approval of Journal Entries

Attached is the journal entry report for the month of January 2012 for Board review and approval.

**Amendment of Lease**

Phil Donahue with Albemarle Hospital Foundation stated that currently Chowan County has a lease with Albemarle Hospital Foundation for the space used at the Northern Chowan Community Center. He stated that recently the operations of the clinic at the community center have changed to operations by Gateway Community Health Center. He stated the Board was provided a copy of the amended lease that only changes the name of the entity that operates the clinic.

Mr. Lamb noted the lease is for 365 days with no automatic renewals.

Commissioner Winborne asked why Gateway stepped in to run the clinic after all the time spent with Albemarle Hospital Foundation.

Mr. Donahue stated that Gateway Community Health Center is a federally qualified health center.

Carolyn Allison with Gateway Community Health Center stated that their facility provides medical care to assist with diverting non emergency visits to emergency rooms.

Commissioner Smith asked if the services have changed.

Ms. Allison stated that the pharmacy is still there but not on site. She stated the clinic does provide pharmaceuticals. She stated that the clinic qualifies patients who are not insured or who are underinsured.

Commissioner Nixon asked for clarification on who is allowed to use the service.

Ms. Allison stated that the clinic will see patients that have insurance and does not turn anyone away.

Commissioner Nixon asked how the clinic is funded.

Ms. Allison stated the clinic receives federal monies.

Commissioner Nixon asked if there is a charge for a visit.

Ms. Allison stated the charge is \$15.

Commissioner Mitchener moved that the Board approve the lease with the name revision. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

**Resolution – Dedication of Bridge at US 17 and Hwy 32**

Former Sheriff Fred Spruill presented a resolution for the Board's consideration requesting support of dedication of the US 17 bypass bridge over NC 32 in honor and memory of Chowan County Deputy Sheriff Richard Edward Ashley killed in the line of duty on July 17, 2002.

Board Clerk, Susanne Stallings read the resolution into the minutes.

**RESOLUTION OF SUPPORT FOR DEDICATING  
THE US-17 BYPASS BRIDGE OVER NC-32**

**WHEREAS**, Richard Edward Ashley, Sr. served as a Chowan County Deputy Sheriff beginning on 15 March, 2001; and

**WHEREAS**, Deputy Sheriff Ashley was killed along with two other law enforcement officers in the line of duty as the result of a plane crash on Wednesday, July 17, 2002 while flying drug interdiction/eradication patrol in the Icaria Community of Chowan County near Happy Home Road; and

**WHEREAS**, Happy Home Road in the Icaria Community lies within the territorial boundaries of Chowan County, North Carolina; and

**WHEREAS**, The Chowan County Emergency Responder Memorial Committee has requested that the Chowan County Board of Commissioners support the proposed dedication of the US-17 Bypass Bridge over NC-32 in honor and memory of Deputy Sheriff Richard Edward Ashley, Sr.; and

**WHEREAS**, the Chowan County Board of Commissioners agrees with the Committee that such recognition is deserved.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Chowan County, North Carolina respectfully supports the request of the Chowan County Emergency Responder

Memorial Committee to the North Carolina Department of Transportation that the US-17 Bypass Bridge over NC-32 be dedicated in honor and memory as follows:

**DEPUTY SHERIFF**

**RICHARD “RICK” ASHLEY, SR**

**MEMORIAL BRIDGE**

Commissioner Mitchener moved that the Board approve the resolution. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0). The Board stood in support of and applauded the resolution.

Commissioner Winborne stated that he served in the volunteer fire department at the time of the accident. He stated that it gives him great pleasure to support the resolution to honor the family.

Former Sheriff Spruill asked that the family stand.

The audience stood and applauded the family of Rick Ashley.

Mr. Spruill asked that the Committee also gain permission from the Board of Commissioners to erect a memorial for fallen emergency personnel. He stated the committee will raise the monies for the memorial and request permission to place the memorial on the grounds in the front of the Public Safety Center. He stated that at the time of the meeting, there are five (5) individuals to be recognized on the memorial.

Chairman Goodwin stated that Mr. Spruill has the approval of the Board as there was no objection.

Mr. Spruill thanked the Board and stated that he wanted to make sure the Board was aware of the committee's intention to place a memorial on the grounds.

Chairman Goodwin stated he looked forward to the committee bringing back the information on the monument when they were ready.

**External Board/Committee Reports**

Chairman Goodwin stated that he has provided the Board with a list of the Chairman's 2012 Commissioner Committee Appointments.

Commissioner Nixon moved that the Board approve the list as submitted. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

2012 Commissioner Committee Appointments

Town/County	Chairman/Vice Chairman
Legislative Liaison	Chairman
TDA	Nixon
Destination Downtown	Mitchener
DSS	Winborne
Chamber of Commerce	Mitchener
Mental Health Board	Winborne
Solid Waste Authority	Nixon
Landfill Board (PCG)	Lawrence , Nixon
Health Dept. Board	Cole
Hospital Local Directors Council	Mitchener
Recreation Adv. Board	Winborne
Albemarle Commission Bd of Dir	Smith
Albemarle Commission RPO	Cole
Northeast Workforce Dev. Board	Mitchener
Airport	Lawrence
Bd of Education liaison	Chairman, Vice Chairman
COA Board	Lawrence
Sr. Center Advisory Board	Smith
Northeast Alb. Group Health Bd.	Chairman/Manager
Voluntary Ag District	Smith
Animal Shelter Advisory Bd.	Nixon
ARC&D Board	Smith
JCPC Council	Mitchener

He stated that the Board members are asked to report on the activities of the external boards to which they have been appointed.

Commissioner Mitchener provided the Board with updates on the activities of the Northeastern Workforce Investment Consortium and the Juvenile Crime Prevention Council.

Commissioner Lawrence provided the Board with an update on the COA Board activities.

Commissioner Nixon stated that the clerk will continue to forward the minutes from the TDA Board meetings to keep the Board informed of the TDA activities.

Commissioner Cole provided the Board with a copy of the Health Department audit. He stated that the audit will be available for board inspection in the clerk's office for one week.

### **Planning Items**

Planner Landin Holland presented the following:

#### **Introduction of TA-12-01- Replacement of Manufactured Homes**

Mr. Holland stated that he plans to present items differently than in the past to the Commissioners. He stated that he will present the items for consideration at one meeting and request that the Board schedules a public hearing for a later meeting so that the Board will have time to review the items.

He stated that this text amendment addresses the replacement of manufactured homes where the home is currently non-conforming. He stated that when the county adopted zoning in 2005-06 it put a provision in the ordinance that allows manufactured homes to be replaced (when non-conforming) if it is replaced within 180 days of the removal of the non-conforming mobile home. He noted that mobile homes that are non-conforming are located in the subdivisions of Chowan Beach and Cape Colony. He noted that the majority of the County allows for mobile homes. He stated that the ordinance does not address a situation which recently arose about a mobile home that was destroyed by fire more than 180 days of the permit. The Homeowners association was concerned that the replacement was allowed because the home was not useable for several years. He stated that this text amendment would clarify that the home would be inspected after an event (fire, flood, hurricane etc.) to determine if 60% of the fair market value of the home had been destroyed. If this is determined, the clock for the 180 days would begin. The building inspectors would rely on contractors to make this determination.

Commissioner Smith stated his concern was that the 180 days should begin at the point of determination and not the event.

Mr. Holland stated that there is some concern with getting someone out in a timely matter to inspect the home.

Commissioner Winborne stated that a homeowner will be able to provide documentation on the dates of an event and he added that at one time the fire department estimated damage, but he was not sure if they still provide this information on the report.

Commissioner Mitchener stated his concern with catastrophic events creating a delay in getting the homes inspected (hurricanes etc.).

Commissioner Nixon asked how the amendment addresses abandoned homes that have deteriorated.

Mr. Holland noted that the minimum housing code does address this the issue raised by Commissioner Nixon.

#### Introduction of TA-12-02- Road Naming Policy

Mr. Holland presented information regarding a policy for road naming. He stated that the process requires approve of 2/3rds of the residents on a road and approval from Land Records as well. He stated that this amendment would not require the Board of Commissioners to approve the road naming.

Commissioner Smith stated he felt that type of request should be reviewed by the Board of Commissioners.



Mr. Holland stated that if the Board wishes to review these requests the text amendment could be changed to send them to the Commissioners.

Commissioner Winborne asked if the request to name a road would include costs to the petitioner.

Mr. Holland stated that there would be some type of fee for this permit to cover the cost of advertisement of a public hearing.

#### Schedule a public hearing

Mr. Holland stated that it is in order for the Board of Commissioners to schedule a public hearing regarding items a & b for the March 5, 2012 Board meeting.

Commissioner Nixon moved that the Board schedule a public hearing for the two text amendments for March 5, 2012. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

#### Discussion of outstanding zoning violation issues

a) Mr. Holland stated that one outstanding zoning violation regarding home occupations is being worked on. He stated he has met with the property owner and there will be a text amendment forthcoming to require that the home occupation be permitted.

b) Mr. Holland stated that Nixon's Service Center is another zoning issue. He stated that one year ago he was contacted by Joey Nixon stating he wished to put a fence up at his business. He stated that during the conversation the use of the fencing was not discussed. He stated that upon visiting the site, the fencing and the storage of vehicles looks neat but the use is in violation of the county zoning ordinance. He stated that as it stands the use could be interpreted as Auto Salvage or Auto Grave yard which is not permitted. He stated that Mr. Nixon contacted the building inspections office to inquire on permits and was told that a building permit was not required. Mr. Holland stated that there are two zoning issues and one general nuisance issue. He stated his concern was lack of enforcement. He stated that he was aware that the zoning ordinance needs an amendment for this type of use as Mr. Nixon was expanding his existing business.

Joey Nixon, 304 Cisco Rd stated he was the owner of the business in question. He stated that he has always salvaged parts and due to increased business he needed to expand. He stated he was not aware of a zoning violation as he called the building inspections office and was told no permit was required. He stated that the expansion of his existing business has allowed him to hire two additional persons and he has seen a 12% increase in his business. He stated that he received all necessary permits from the state for the driveway. Mr. Nixon added that he has complied in the past when he opened his business with landscaping and other signage requirements.

Chairman Goodwin asked if the ordinance would allow the use with slats in the fencing.

Mr. Holland stated the ordinance would need to be clarified. He stated that he can work with Mr. Nixon to alleviate any aesthetic issues.

Chairman Goodwin stated he felt the zoning ordinance should be clarified for the use type.

Mr. Holland stated that expansion of business needs to be permitted in the zoning.

Mr. Nixon stated he has some concern with slats in the fence due to high winds possibly tearing the fence down.

Commissioner Winborne stated that he lives near the subject property. He stated that he has spoken with Mr. Nixon and recently became aware of the issue. He asked if the issue was brought forward by a citizen complaint and if environmental issues are being monitored by the state.

Mr. Holland stated that the issue was brought forward by staff as they drove past it. Mr. Holland asked if he could be allowed by the Board of Commissioners to work out a solution with Mr. Nixon and bring it back before the Commissioners at their next meeting.

Chairman Goodwin stated he felt that staff should be more clear when answering questions from residents.

Commissioner Nixon stated he has viewed the subject property. He clarified that he is not related to Mr. Joey Nixon. He stated that he has noticed the property is neat and well kept but stated his only concern was the transfer of the business into new ownership.

Mr. Holland stated that that could be addressed with a "use change".

#### **Community Services Block Grant Application**

Board Clerk Susanne Stallings stated that Janie White of the Economic Improvement Council sent the 2012-2013 Community Services Block Grant Application for funding. She stated that Ms. White informed her that a requirement of the grant is that the CSBG submits its community anti-poverty plan to the Board of Commissioners that it serves. Ms. Stallings stated that the Board has been provided with a copy of the application and plan and that according to Ms. White, there is no obligation to the County by acknowledgment that it has been received.

Chairman Goodwin stated that no objection by the Board is acknowledgment of its receipt.

#### **Annual Report of Unpaid Taxes & Tax Lien Advertising**

Tax Administrator Kep Kepley requested approval to order advertisement of 2011 tax liens.

Commissioner Smith moved that the Board approve the advertisement. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Commissioner Smith asked what percentage has been collected.

Mr. Kepley stated that collections were at 90-91%. He stated he did not have last year's information in front of him to compare to the current year.

Mr. Lamb asked if a second notice was sent out.

Mr. Kepley stated the second notice was sent at the end of January.

**Bond Coverage for annual debt service USDA**

This item was removed from the agenda.

**E-911 Fund**

Mr. Lamb stated that Chowan County has \$25,129.79 remaining in the 911 Public Safety pot of money that must be spent by June 30, 2012. He stated that the County can use the money for vehicles, radios, public safety equipment. It is in order for the Board to consider the use of the remaining monies. He noted that various uses for the monies have been suggested. He stated that a request for an additional patrol car has been suggested. He stated that it was suggested the monies be used to pay for the patrol car in the current year budget and the monies budgeted for the car be used to pay debt service and finally a suggestion was made to use the money to relocate the Freemason St. tower to the Public Safety Center. He stated that estimates to attach the antenna to the building are at \$45,000 or \$65,000 to build a tower. He stated this money could be put towards the tower and staff would have to locate money within the budget to purchase equipment.

Commissioner Mitchener asked why the tower should be relocated.

Sheriff Goodwin stated that the antenna is located on a tower owned by the Town of Edenton. He stated that the relocation of the tower would save money in the future.

Commissioner Smith asked if the county pays rent to the Town.

Cord Palmer stated the county pays for the maintenance, air conditioning for equipment and propane for a generator.

Commissioner Winborne asked the Sheriff to prioritize the requests for the Board.

Sheriff Goodwin stated that there is a need for the patrol cars but he also felt the tower needed to be in control of the County.

Commissioner Smith asked if the 911 monies could be used for the movement of radios.

Mr. Palmer stated that no part of the money can be spent on radio equipment. Mr. Palmer noted the air conditioning equipment is in need of replacement at an approximate cost of \$8,000.

Commissioner Winborne asked how tall the tower should be.

Mr. Palmer stated that the tower should be 60' to prevent a lapse in connection to fire department radios.

Commissioner Winborne asked if staff has inquired of any towers from Verizon.

Mr. Palmer stated that the towers may be too large for what is needed. He added that the goal is to communicate between the Valhalla tower and the 911 center in town.

Commissioner Nixon stated he would prefer to put the money towards debt and help with the last small term debt.

Commissioner Smith asked if a decision should be made that night.

Mr. Lamb stated a decision is needed by June 30, 2012.

Commissioner Nixon asked if the tower needed to be moved in 2012.

Sheriff Goodwin stated no.

Commissioner Nixon moved that the Board use the monies budgeted to purchase a vehicle this year towards debt and use the 911 monies to purchase a vehicle for the Sheriff's Office.

Chairman Goodwin asked for all in favor, the motion passed (6-1 Smith).

Chairman Goodwin recessed the meeting for a 10 minute break.

Chairman Goodwin called the meeting back to order. All members were still present.

### **Auditor Contract**

Mr. Lamb stated the contract with the County's Auditor Martin Starnes and Associates is up for renewal. He said the auditor has provided a contract renewal proposal for the Board's consideration. He stated the fees for the fiscal years 2012 was proposed to be \$51,000, 2013 \$52,500 and 2014 \$52,500.

Commissioner Smith asked if the proposal includes auditing the books for the TDA.

Mr. Lamb stated that the fee for TDA would be negotiated.

Commissioner Winborne asked what the fee was in 2009 for the original contract with Martin Starnes.

Commissioner Nixon stated the contract was \$48,000.

Commissioner Winborne stated he felt a change in auditors is good. He stated this firm has done a great job at cleaning up the county books. He stated that the school for new commissioners recommends changing auditors.

Commissioner Nixon stated he was satisfied with the auditor as well. He stated that there could be a new board in place for next year and did not want to obligate the county for another three

year contract. He stated the auditor had a lot of work to do that first year with cleaning up the books.

Commissioner Smith stated that he felt the auditor has provided good communication and reports to the Board. He stated that he would however like to bid out the contract.

Commissioner Cole asked if the auditor would consider a one year contract to allow the new Board to make a decision.

Commissioner Smith moved to bid out the auditor contract. Chairman Goodwin asked for all in favor, the motion passed (4-3 Cole, Winborne, Mitchener dissenting).

### **Timely and Important Matters**

#### **Use of the Public Safety Center**

Mr. Lamb stated that a local political party has requested use of the lobby of the Public Safety Center. He stated that he was seeking the permission of the Board to allow the use. There was no board objection. Chairman Goodwin noted the facility has been used in the past by political groups.

#### **Courtroom needed 2013**

Clerk of Court Mike McArthur stated that he will be in need of space to hold civil court in March of 2013 for a 4-5 week civil session. He stated that he is interested in using the public safety center or another county owned facility. He stated his concerns over use of Swain Auditorium or the 1767 Courthouse.

Commissioners Nixon and Winborne expressed concern over use of the lobby of the Public Safety Center because of residents using the lobby during the week to get to Sheriff/PD/Buildings Inspections/Tax/Water and County Managers Offices.

Chairman Goodwin suggested that the need be monitored and stated that this could be revisited as the date nears.

#### **Solicitation on County Property**

Mr. Lamb stated he was approached by a community club with a request to place a candy machine on county property. He stated that he would not recommend permitting such because all groups would have to be allowed to place vending machines on the county property. He noted that generally most local governments have a no solicitation rule.

Chairman Cole moved that the Board set in a place a no solicitation on county property policy. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

#### **Daily Deposits by Departments**

Mr. Lamb stated that he has received some concerns from the Senior Center regarding daily deposits. He stated that the general statutes require daily deposits regardless of the amount unless the Board of Commissioners sets a policy that amounts of money on hand totaling less than \$250

would only have to be deposited upon reaching the \$250 threshold, however a deposit would be required on the last business day of the month.

Senior Center Director Connie Parker provided the Board with a list of daily deposits and stated that going to the bank to make \$4 deposits is time consuming.

Commissioner Nixon noted this was a finding in the county audit.

Mr. Lamb stated that at this time the County requires daily deposits as a result of the audit finding.

The Board discussed the policy regarding keeping a cash till in each department.

Commissioner Cole moved that in accordance with NCGS § 159-32 the Board set a policy in place that requires department heads to make a deposit no less than once per week when the cash on hand totals less than \$250. If cash on hand exceeds \$250, a deposit is required on that day. Additionally general statutes require that deposits must be made on the last business day of the month.

Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

#### Verizon Agreement

Mr. Lamb presented the Board with a bill of sale between Chowan County and Alltel Communications (Verizon Wireless) for the transfer ownership of a 12'x28'x9' concrete building and an Onan 50KW Diesel Generator from Alltel to Chowan County.

Commissioner Winborne moved that the Board approve the agreement.

Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

Mr. Lamb stated that the Animal Shelter is interested in the building and he will talk with staff regarding possible use of it.

#### Hiring of Finance Officer

Mr. Lamb stated that the Board interviewed two finalists in the selection process a County Finance Officer. He stated that Kim Woodley was selected by the Board and was offered tentatively the position, subject to final approval of the Board. He stated that Ms. Woodley has accepted the position with an annual salary of \$62,500. He noted that Ms. Woodley has experience in Edgecombe, Pitt and Macon counties.

Commissioner Mitchener moved that the Board hire Ms. Woodley with an annual salary of \$62,500. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

#### Closed Session

Commissioner Nixon moved that the Board go into closed session in accordance with NCGS 143-318.11.6 regarding a personnel matter.

Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

The minutes of the closed session are sealed.

Commissioner Smith moved that the Board adjourn the closed session. Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

**Adjourn**

Being no further business before the Board, the meeting was adjourned

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Chairman  
Edward C. Goodwin

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Clerk